

State of New Hampshire Job Posting
NH Liquor Commission
Marketing Division
PO BOX 503
Labor Grade: 15
Program Assistant II
Position # 14331
Closes: 11/16/16
\$32,194.50

Summary:

Performs paraprofessional duties that assist the Wine Marketing Specialist in developing and implementing wine related programs.

Responsibilities:

Maintain and track offers log meet program deadlines.

Assists Wine Marketing Specialist in planning and implementing wine programs and in training subordinates.

Interacts daily with agency staff, brokers and the public regarding wine products and procedures.

Assists Wine Marketing Specialist in preparation of weekly Commission agenda items.

Compiles and prepares research and wine program information.

Prepares daily, weekly and monthly data reporting for use by supervisors as needed.

Maintains current list of all vendors and brokers addresses, phone numbers and vendor/broker license numbers.

Assists vendors and brokers regarding policies, procedures, registration, licensing, and warehousing.

Assumes responsibility of oversight of wine marketing programs in absence of wine Marketing specialist.

Assists staff and represents department at special events.

MINIMUM QUALIFICATIONS:

Education: Associates degree from a recognized college or technical institute with a major study in business, marketing or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in a clerical support position responsible for reviewing, auditing and evaluating reports, spreadsheets or related documents for compliance and accuracy, with responsibility

for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

SPECIAL REQUIREMENTS:

For appointment consideration, Program Assistant II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

Employees may be required to pay an agency/union fee.

In addition, applicants will be subject to a reference and criminal background check.

For further information please contact Cathy Thornton, hr@liquor.state.nh.us 603-230-7052

EOE

TDD Access: Relay NH 1-800-735-2964